Australian Immunisation Register (AIR)

Add members to an organisation in PRODA and delegate access to the AIR site

If you require employees to access the AIR site on behalf of your organisation, you'll need to add them as a member of the organisation in Provider Digital Access (PRODA), and delegate them the HPOS-Access attribute.

To do this, you'll need to ensure that:

- you're the **Director** of the organisation in PRODA, or have been delegated the **Owner-Access** attribute**, or the Employee-Management** and the **Service-Link-Management** attributes
- the organisation in PRODA has added Health Professional Online Services (HPOS) as a linked service
- each individual has registered an individual PRODA account and given you their account **Registration Authority (RA)** number and **Surname**
- after the individual is added as a member, they are delegated the **HPOS-Access** attribute.

1 Add members

Log in to PRODA at **servicesaustralia.gov.au/proda**

Select the **Organisation** tab from the menu, then select the **organisation/sub-organisation** from the My Organisations page.

Expand the **Members** field and select **Add Member**.

Enter the individual's **PRODA RA** number and **Surname**.

Select the **consent confirmation box** and then select **Search**.

Select **Add this member**, confirm their details and select **Add member**.

2 Delegate access to members

From the given Organisation Details page, expand the **Members** field and select the **member** from the list.

Expand the **Attribute Delegations** field and then select **Delegate To This Member.**

Select **HPOS-Access** from the list. To enable the member to delegate this attribute to other members, select **Yes** to Delegable. Then select **Delegate.**

For more information go to:
servicesaustralia.gov.au/hpair
servicesaustralia.gov.au/hpos
servicesaustralia.gov.au/proda

Australian Government
Services Australia

Date: May 2023 Code: AIRM08INFO2

hpe.servicesaustralia.gov.au